U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Small PHA Plan Update Annual Plan for Fiscal Year: 2001

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan Agency Identification

PHA Name: Staples HRA
PHA Number: MN075
PHA Fiscal Year Beginning: (09/2001)
PHA Plan Contact Information: Name: Gertie Peterson Phone: 320-732-2801 Email (if available): longphra@rea-alp.com
Public Access to Information Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)
Display Locations For PHA Plans and Supporting Documents
The PHA Plans (including attachments) are available for public inspection at: (select all that apply) Main administrative office of the PHA PHA development management offices Main administrative office of the local, county or State government Public library PHA website Other (list below)
PHA Plan Supporting Documents are available for inspection at: (select all that apply) Main business office of the PHA PHA development management offices Other (list below)
PHA Programs Administered:
□ Public Housing and Section 8 □ Section 8 Only □ Public Housing Only

Annual PHA Plan Fiscal Year 2001

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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Plan text)	
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In the current 5 year plan	

ii. Executive Summary [24 CFR Part 903.7 9 (r)] At PHA option, provide a brief overview of the information in the Annual Plan Same as last vear 1. Summary of Policy or Program Changes for the Upcoming Year In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update. No changes in policies or program since last years plan, that are not covered in this update 2. Capital Improvement Needs [24 CFR Part 903.7 9 (g)] Exemptions: Section 8 only PHAs are not required to complete this component. A. X Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan? B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$79,051 C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component. D. Capital Fund Program Grant Submissions (1) Capital Fund Program 5-Year Action Plan The Capital Fund Program 5-Year Action Plan is provided as **Attachment B** (2) Capital Fund Program Annual Statement The Capital Fund Program Annual Statement is provided as **Attachment A** 3. Demolition and Disposition [24 CFR Part 903.7 9 (h)] Applicability: Section 8 only PHAs are not required to complete this section.

1. \square Yes \bowtie No:

HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002

Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component; if

"yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description
(Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition
Disposition
3. Application status (select one)
Approved
Submitted, pending approval
Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one)
Part of the development
Total development
7. Relocation resources (select all that apply)
Section 8 for units
Public housing for units
Preference for admission to other public housing or section 8
Units (describe below)
8. Timeline for activity:
a. Actual or projected start date of activity:
b. Actual or projected start date of relocation activities:
c. Projected end date of activity:
4. Voucher Homeownership Program
[24 CFR Part 903.7 9 (k)]
A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program
pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24
CFR part 982 ? (If "No", skip to next component; if "yes", describe each
program using the table below (copy and complete questions for each
program identified.)
B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

Printed on: 1/22/025:31 PM Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards Demonstrating that it has or will acquire other relevant experience (list PHA) experience, or any other organization to be involved and its experience, below): 5. Safety and Crime Prevention: PHDEP Plan [24 CFR Part 903.7 (m)] Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds. A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component. D. Yes No: The PHDEP Plan is attached at Attachment 6. Other Information [24 CFR Part 903.7 9 (r)] A. Resident Advisory Board (RAB) Recommendations and PHA Response 1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? 2. If yes, the comments are Attached at Attachment (File name) 3. In what manner did the PHA address those comments? (select all that apply) The PHA changed portions of the PHA Plan in response to comments

Yes No: at the end of the RAB Comments in Attachment.

A list of these changes is included

Yes No: below or

[Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment					
	Other: (list below)					
	ement of Consistency with the Consolidated Plan applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).					
1 of cach t	pprecione consortance i fair, make the following statement (copy questions as many times as necessary).					
1. Cons	olidated Plan jurisdiction: (provide name here) Minnesota					
	PHA has taken the following steps to ensure consistency of this PHA Plan with the blidated Plan for the jurisdiction: (select all that apply)					
	The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.					
	The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.					
	The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.					
[Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)					
	Other: (list below)					
3. PHA ⊠ Yes	Requests for support from the Consolidated Plan Agency No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory?					
and o	Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions commitments: (describe below) Continues upgrade of its public housing project, and ting closely with the Todd County HRA on their application for funding for the MURL ram					
C. Criteria for Substantial Deviation and Significant Amendments						
	endment and Deviation Definitions art 903.7(r)					
PHAs are	required to define and adopt their own standards of substantial deviation from the 5-year Plan and t Amendment to the Annual Plan. The definition of significant amendment is important because it defines					

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when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing

and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan: A substantial deviation from the 5 – year plan would be if the Board of Commissioners would have substantial changes to there mission statement, goals or objectives, which would then be subject to full public hearing and HUD review.

B. Significant Amendment or Modification to the Annual Plan:

A significant amendment or modification to the Annual Plan would be if the HRA would amend or modify any policies or procedures that would need Board approval. A significant amendment or modification to the Annual Plan would also require the same coordination, certification and public comment requirements as the PHA Plan

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review										
Applicable & On Display	&				& Componer					
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans								
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans								
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans								
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs								
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources								
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies								
	Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies								
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies								
X	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination								

	List of Supporting Documents Available for Rev	view
Applicable &	Supporting Document	Related Plan Component
On Display		4 1D1 D
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types check here f included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year Most recent CIAP Budget/Progress Report (HUD 52825) for any	Annual Plan: Capital Needs Annual Plan: Capital
	active CIAP grants Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Needs Annual Plan: Capital Needs Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review						
Applicable & On Display	Supporting Document	Related Plan Component				
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing				
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership				
	Policies governing any Section 8 Homeownership program (sectionof the Section 8 Administrative Plan)	Annual Plan: Homeownership				
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency				
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency				
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency				
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency				
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention				
	PHDEP-related documentation: Baseline law enforcement services for public housing developments assisted under the PHDEP plan; Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; Coordination with other law enforcement efforts; Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.	Annual Plan: Safety and Crime Prevention				
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)	Pet Policy				
X	check here if included in the public housing A & O Policy					

List of Supporting Documents Available for Review						
Applicable & On Display	11 0					
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit				
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs				
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)				

Annual Statement/Performance and Evaluation Report Attachment B					В	
Capi	Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA N	ame:	Grant Type and Number			Federal FY of Grant:	
Staples	HRA	Capital Fund Program: MN Capital Fund Program Replacement Housing 1			2001	
⊠Ori	ginal Annual Statement	Reserve for D	Disasters/ Emergencies Re	evised Annual Statement (re	vision no: I)	
Per	formance and Evaluation Report for Period Ending:		and Evaluation Report			
Line	Summary by Development Account	Total Esti	mated Cost	Total Ac	tual Cost	
No.			1			
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	10,051				
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	15,000				
10	1460 Dwelling Structures	25,000				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	29,000				
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2-19)	79,051				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					
23	Amount of line 20 Related to Security	31,000				

Ann	ual Statement/Performance and Evaluation	tion Report Attachmen			В
Cap	ital Fund Program and Capital Fund P	rogram Replaceme	nt Housing Factor (CFP/CFPRHF) Par	t 1: Summary
PHA N	Name:	Grant Type and Number	Grant Type and Number		
Staples	s HRA	Capital Fund Program: MN- Capital Fund Program Replacement Housing F	2001		
⊠Ori	iginal Annual Statement	Reserve for D	isasters/ Emergencies 🔲 Re	vised Annual Statement (re	evision no: I
Per	formance and Evaluation Report for Period Ending:	Final Performance	and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost Total Ac			tual Cost
No.					
24	Amount of line 20 Related to Energy Conservation	16,000			
	Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Attachment B Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant		
Staples HRA		Capital Fund Program #: MN46PO7550101 Capital Fund Program Replacement Housing Factor #:				2001		
Development	General Description of Major Work Dev. Acct No. Quantity Total Estimated Cost		mated Cost	Total Actual Cost		Status of		
Number	Categories						1	Proposed
Name/HA-Wide				Original	Revised	Funds	Funds	Work
Activities						Obligated	Expended	
HA-wide	operations	1406		10,051				
Mn075-001	Windows and doors	1460		16,000				
Mn075-001	Replace community furniture	1475		20,000				
Mn075-001	Replace apartment blinds	1460		9,000				
Mn075-001	Landscape around garages install new patio furniture	1450		15,000				
MN075-001	Replace office furniture	1475		9,000				

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Attachment B							
Part III: Implem	_	_		•		· ·	
PHA Name:	PHA Name: Grant Type and Number			Federal FY of Grant			
Staples HRA Capital Fund Prog Capital Fund Prog				m #: MN46PO7550101 m Replacement Housing Factor #:			2001
		All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Mno75-001	3/31/03			9/30/04			
						1	

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

	CFP 5-Year Action Pla	n	
☐ Original stateme	ent Revised statement	Attachment C	
Development	Development Name		
Number	(or indicate PHA wide)		
Mno75	Staples HRA		
	ed Physical Improvements or Management	Estimated Cost	Planned Start Date (HA Fiscal Year)
Cover patio area		40,000	10/2003
	floors paint apartments	80,000	10/2002
Install gutters and e		25,000	10/2002
Resurface parking le Boiler repair and ro		35,000 214,051	10/2004 10/2006
Boner repair and ro	or replacements	211,001	10/2000
Total estimated cost	over next 5 years	394,051	

Ann	D					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name:		Grant Type and Number			Federal FY of Grant:	
Staples HRA		Capital Fund Program: N Capital Fund Program Replacement Hous		2000		
Ori	ginal Annual Statement	Reserve for	or Disasters/ Emergencies R	Revised Annual Statement (ro	evision no: I)	
⊠Per	formance and Evaluation Report for Period Ending: 3	/31/01 Final Pe	rformance and Evaluation Re	port		
Line	Summary by Development Account	Total I	Estimated Cost	Total Ac	Total Actual Cost	
No.					T	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	4,000		4,000	0	
4	1410 Administration					
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	55,789		55,789	0	
11	1465.1 Dwelling Equipment—Nonexpendable	18,000		18,000	0	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2-19)	77,789		77,789	0	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					
23	Amount of line 20 Related to Security					

24	Amount of line 20 Related to Energy Conservation		
	Measures		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Attachment D Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant		
Staples HRA		Capital Fund Progr Capital Fund Progr Replacement 1				2000		
Development Number	1 .		Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed
Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	Work
HA-wide	Computer and office equipment update	1408	Lump sum	4,000				
Mn075-001	Handrailings on 6 floors	1460	6	29,789				
Mn075-001	Replacement of dwelling appliances	1465	36	18,000				
Mn075-001	Laundry room appliance replacement	1460	Lump sum	8,000				
Mn075-001	Paint hallways	1460	6	18,000				

PHA Name:	entation S		Type and Nur	nber			Federal FY of Grant	
Staples HRA		Capital Fund Program #: MN46PO7550101 Capital Fund Program Replacement Housing Factor #:				2000		
Development Number Name/HA-Wide Activities		Fund Obligate part Ending Da	Obligated All Funds Expended		Reasons for Revised Target Dates			
	Original	Revised	Actual	Original	Revised	Actual		
HA-wide	12/31/01	3/31/02		12/31/02	9/30/03		Corrected to be in line with	
MN075-001	12/31/01	3/31/02		12/31/02	9/30/03		HUD's guidelines	

Required Attachment E : Resident Member on the PHA Governing Board

1. Yes No:	Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
A. Name of resident	member(s) on the governing board:
Elec	dent board member selected: (select one)? cted pointed
C. The term of appoi	ntment is (include the date term expires):
	verning board does not have at least one member who is directly PHA, why not? the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board. Other (explain):
B. Date of next term	n expiration of a governing board member: 12-23-2001
C. Name and title of official for the nex	appointing official(s) for governing board (indicate appointing at position): Mike Goff Mayor

Required Attachment F: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Elsie Ademek President

Pat Rudin Treasurer

Marie Kellar Secretary

ATTACHMENT G

A. Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question

NO

ATTACHMENT H

A. Statement of progress in meeting the missions and goals outlined in the current 5 year plan

The HRA is right on target full-filling the missions and goals set by our 5 year plan